



Late Enrollment Request K-12

To be completed by the parent/legal guardian and submitted to the office of K-12 Virtual:

Student Name: _____

Age: _____ DOB: _____ Sex: _____ Grade Level _____

Current Enrolled School: _____

Home Address: _____

Parent or Legal Guardian's Name: _____

Phone Numbers: _____ or _____ Parent/Guardian's Email _____

Does your child have computer/internet access at home? _____

Designated Learning Mentor Information:

Adult's Name: _____

Phone Number: _____ Email Address: _____

Is your child receiving special education services? _____

If yes, what special education service does your child receive? _____

Does the student have a 504 plan? _____

REASON FOR THE REQUEST TO BE CONSIDERED:

- Emergency: Unforeseen family circumstances (ex. severe medical emergencies, catastrophic events, natural disaster) Attach documentation.
- Psychological: Serious emotional problems documented by psychologist/psychiatrist who is treating the student. Attach documentation.
- Medical: Serious medical problems documented by the physician treating the child. Attach documentation.
- New Enrollment: Student enrolled in a CMCSS school after the specified open enrollment period.

REASON FOR REQUEST: _____

PLEASE EXPLAIN REASON: _____

If my request for late enrollment is granted, I understand that:

- Approval is granted through the duration of Elementary, Middle, or High School, whichever applies to when request was approved.
- Approval of the request is contingent on space being available in the requested program/grade.
- Approval may be revoked due to excessive tardies, absenteeism, misconduct or poor academic performance.

****Parents will be notified by letter of approval or denial for Period I by May 15 and Period II by August 1.***

I certify that I have read this application in its entirety, and I also acknowledge that all information provided is true and correct to the best of my knowledge and belief.

Parent/Legal Guardian Signature _____ **Date** _____

FOR OFFICE USE ONLY

Approved: ☐ YES ☐ NO

Signature/Date